

(no quorum, so not  
approved @ April 2009 meeting)

Madison County Library Board of Trustees  
January 8, 2009

In Attendance: Mike Moak, Suzie DeGrasse, Katherine Ames, Karen Harrison, Margie Richards, Donna Brumby, Fern Coutant and Jackie Griffeth.

The meeting was called to order at 4:25 PM and it was noted that a quorum was not present at that time. Suzie DeGrasse, branch manager, took minutes in place of Fern Coutant, secretary.

New board member Karen Harrison was recognized and welcomed. She is, among many other things, a retired Elementary School librarian.

The minutes from the October 9, 2008 meeting were read in entirety. Changes were noted and motioned to approve by Margie Richards. Karen Harrison seconded.

There was no public comment.

Vice Chairman Mike Moak led the meeting in Chairman George Nale's absence.

The branch manager's report given by Suzie DeGrasse highlighted the increase in circulation, program attendance and patronage during 2008. Computer classes remain full, story time and outreach to day cares is reaching an increasing number of county children, and the sewing group is drawing large crowds. Jennifer Ivey, the children's specialist, is now leading a book discussion/read aloud story time for Elementary school ages children, called 'Chapter Book Revue'.

Mrs. Ames, director for the Athens Regional Library System, brought attention to the budgets for 2008 and 2009. The Board of Commissioner's passed the 2009 budget presented by the library board with the exception of pay raises. Health insurance and Teacher's Retirement contributions were expected to increase, raising the amount of personnel funds requested. The budget for 2008 balanced out between overages and under expenditures.

She pointed out that the money in the Gifts account does not reflect the \$20,000 in the Certificate of Deposit made with money given by the estate of Jere Ayers.

Mrs. Ames received information that our construction grant monies requested were incorrect. This was because the original grant application was made after the 2004 tornado and was assumed to include the insurance settlement as local funds. Because the library was only repaired to its former state and not enlarged, that is now a closed case. The numbers changed also because of changes in state library construction funding monies. The library is still designated to receive \$750,000 from the SPLOST in Madison County. She worked very hard to clear this up.

As chairman of the <sup>Regents</sup> ~~Regions~~ Public Library Committee she reported that an attorney is working to create legislature that would create a statewide taxing district for public libraries. A special millage rate for libraries would be created in each district.

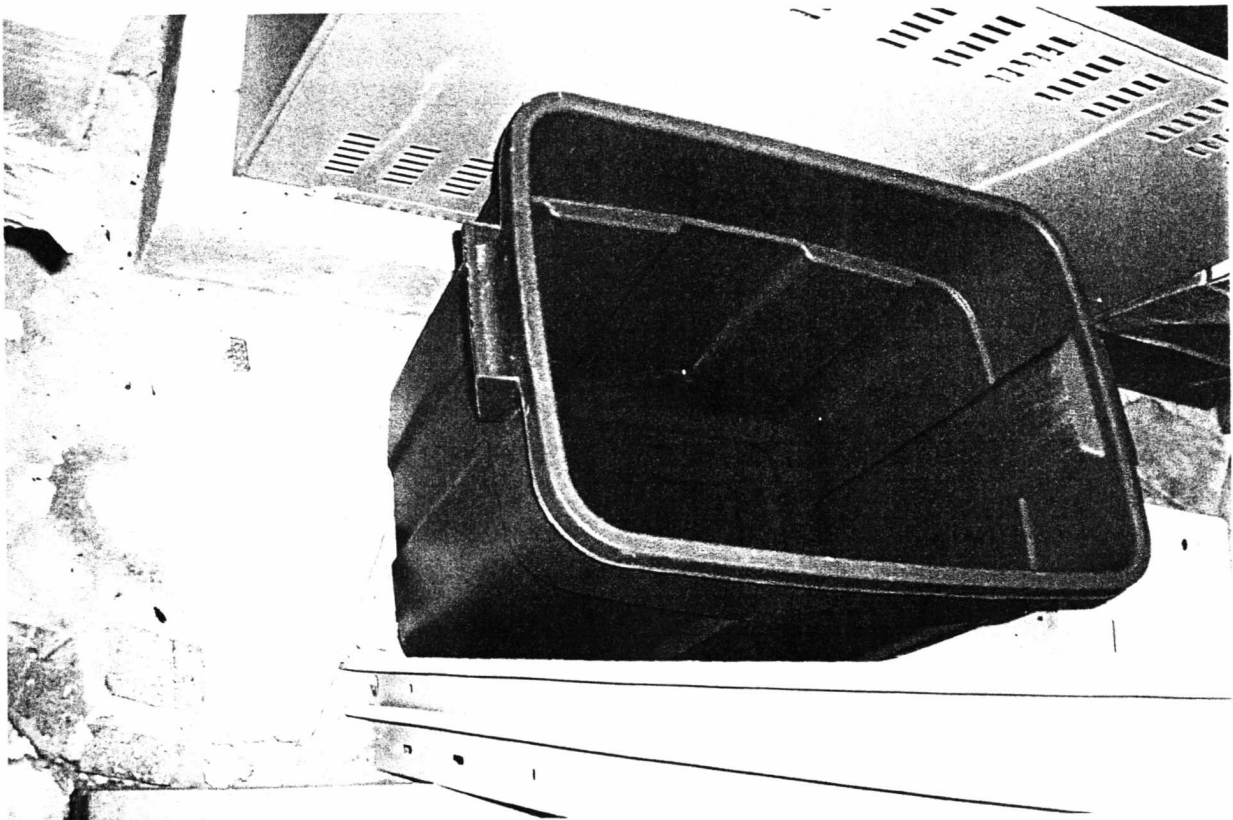
All board members were encouraged to attend Library Legislative Day in February.

Discussion on touring local libraries with relatively new construction involved dates and suggestions from Donna Brumby, Extension Services librarian. Each of these libraries had a different architect, which is something the library board will need to consider hiring. Madison County Library moved from #13 to #16 on the state library construction list for various reasons, including one of the libraries ahead of us was about to lose local funding if construction did not start.

Under Building and Grounds, Patrick's Upholstery was suggested by Jackie Griffeth as a likely candidate for reupholstering the chairs.

The roof is still leaking and the board toured the leaking and damaged area after the meeting. Suzie agreed to take photos for Mr. Moak to take to the Board of Commissioners to ask about repair. The reason given for the repair not having been done yet is because the maintenance man has no safe way of doing so.

The meeting was adjourned after a tour of the damaged mechanical room and the leak.



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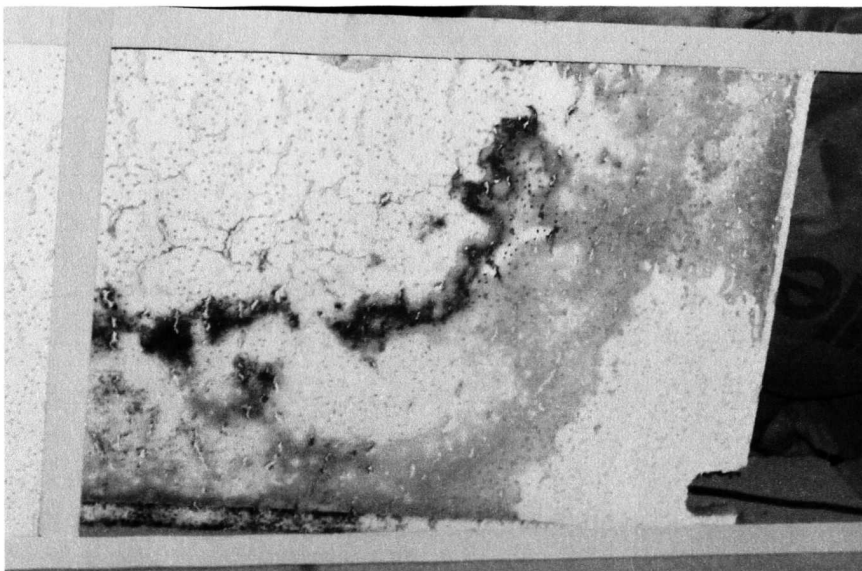
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## LIBRARY BOARD MEETING OF MADISON COUNTY April 9, 2009

The Library Board of Madison County met in the conference room at the Library on April 9, 2009, at 4:30 P.M. Present were Chairman Mike Moak, Ms. Catherine Ames, Donna Brumby, Otelyer Byrd, Suzie DeGrasse and Fern Coutant. Because a quorum was not present, no voting took place. Applications for new board members must be made by email as Jackie Griffith's term expires June 30, 2009 and at present we are short one member.

The minutes were read aloud by Mike and one correction in spelling was made; the word was not "regions," but rather "regents."

Mike and Ms. Ames dropped off material with the new commissioners, Mr. Dove and Mr. Pethel. It was a positive experience because Mike then felt inspired and committed to do more for our library and to move forward. Although absent today, Ramona Booth will be at the next Regional Meeting along with Mike.

### Committee Reports

Branch Manager, Suzie DeGrass reported patronage of the library is up. \$4,770.15 was raised by the March '09 book sale, and in February, the Friends of Library gave the Library a gift of \$5,000.00. In May the Live Music Series begins with local folk music and bluegrass musicians performing. It is sponsored by a grant from the Georgia Arts Council. All are free and open to the public. The series has had good publicity. Alysia is handling the logistics.

In Ms. Ames report, she mentioned we are right on target in our statistics, at 25% for the first three months. The legislature approved the top 18 libraries for upcoming fiscal help; Madison County is now in the top 5%.

By June, Ms. Ames needs a draft of what we desire in changes in our library space. Ponder & Ponder did an assessment and we all have a copy of their evaluations.

A grant from the National Endorsement for the Arts called for people to take pictures highlighting our culture, such as "What Makes America Unique," or "Picturesque America."

*removed paragraph*  
~~Suzie mentioned there were 68,000 library card holders, though only 30,000 persons living in Madison County. About 30% of our patronage is computer literate, with another 20% having some knowledge of computers.~~

Mike mentioned he and his wife enjoyed attending and selling books at the spring and fall festivals. This year Carlton's festival is April 25, Hull's is May 23, and Colbert is July 4. Most money earned goes into books while donations from people go to towards purchasing DVD's. There are about 36,000 books in the library now, with 51,000 projected for the future.

The possibility of two "self checkouts" is desired so patrons can "do it themselves." The possibility of improvements in our bathrooms is in the future, as they do not meet state requirements. Also two possible private spaces for students just to do homework and the loaning out of our classrooms to Athens Tech students is feasible. Special computers may be held back for special programs, so they would not be available to the public; Our library needs to aim towards being energy efficient. The existing acoustics are not adequate. The possibility of additional parking in the rear is needed. Because of deadlines, we may need a special board meeting; Ms. Ames and Mike will let us know.

According to our regular schedule, our next meeting will be held Thursday, May 21, 2009.

Respectfully submitted,

Fern Coutant, Sec.

approved 7/9/2009  
w/ noted changes

**MADISON COUNTY LIBRARY**  
**Board of Trustees Minutes**  
**May 21, 2009**

President Mike Moak welcomed all and explained that this was a 'called' meeting for two reasons; the first being 'a building progress draft' and secondly, for 'construction progress', as deadlines for initial phases are coming up soon.

The eleven members present were Ms. Catherine Ames, Mr. Mike Moak, Suzie DeGrasse, Donna Brumby, Otelyer Byrd, Ramona Booth, George Nale, Margie Richards, Karen Harrison, Jackie Griffith and Fern Coutant. <sup>ten</sup> Two new members are needed for the board; Jackie has served ~~six~~ years and will going off the board in June. Suzie mentioned the idea of giving all board members an application form and encouraging all to give it to their friends and interested folks. An article stating the opening on the board will appear in the newspaper next week.

The first stage of the 'building progress draft' was done by Ponder and Ponder and has been examined. The next executive study must be approved by June 1, 2009. Ms. Ames reported that we are now number six on the list for funding. We hope to add 7,500 square feet to our building at \$150.00 per square foot. This figure is more than what a residential home would cost per square foot, but public buildings have additional features such as floors strengthened, etc.

Additional features to the renovated building would be new carpeting, fresh painting, and larger rest room facilities. A 'self checkout system' is being considered. The children's area would be almost doubled in size with appropriate seating, a computer aged area, and collections for the young. The two existing classrooms would be altered to be more available for clubs, meetings, etc., plus a homework center. The conference room would be made larger to accommodate about 100 instead of the exiting 60 with more efficient furnishings. A 'mobile instructional lab' is being considered for its versatility. All twenty computers would be centrally located and not so spread out as they are now. A diagram must be submitted to be sure it meets all state requirements. Ms. Ames mentioned Ms. Jenny R. Echols, historian, has been very helpful and has given us lots of good input. Hopefully, ~~\$17,500~~ would be forthcoming from our local Board of Commissioners.

\$ 175,000.00



The next item to be done is a structural plan that would be sent to Atlanta and finalized by Oct. 15, 2009. Our Regional Board in Athens will be asked to fund, in advance, monies for this study.

Suggestions for construction companies were solicited. Ramona mentioned it should be a company that has previously remodeled libraries, not a novice. Should we solicit offers from two, three or more companies? Should they come to our July meeting with offers and suggestions, or the results of their earlier studies? Where should the necessary additional parking area be located? Should we expand into the space between the Senior Center and the Library? A better drop off area is needed for CD's, books, etc. due to problems with inclement weather and a roadway that passes between the drop box and the front door. George Nale proposed a vote to accept the draft for the building program. It was seconded.

Under 'New Business' Ms. Ames, Suzie, and Donna will visit Grayson Library for ideas this Thursday. Others are welcome to go also. Later Suzie will visit Watkinsville Library.

The first two musical concerts under the Grassroots Art Program have been very successful with well over 100 guests each time. Margie took photographs and will forward them to Suzie for publication. The third and final concert is coming up this weekend.

A new Adult Summer Program is beginning this May; an informative brochure was passed out to everyone.

Adjournment was at 5:10.

Respectfully Submitted,

Fern Coutant, Sec.

approved 10/8/09

July 9, 2009

Madison County Library Board of Trustees

Jackie Griffeth, Ramona Booth, Karen Harrison, Mike Moak, Otelyer Byrd, Donna Brumby and Suzie DeGrasse present.

Previous Minutes:

The minutes from the January 8 meeting were read and approved at this meeting because a quorum was not present at the April 9 meeting. Karen Harrison motioned to approve and Otelyer Byrd seconded.

The minutes for the April 9 meeting were also read and approved at this meeting, after agreeing to exclude one weird paragraph. Ramona Booth motioned to approve and Karen Harrison seconded.

The minutes for the called meeting on May 21 were read and approved with a correction of the funding amount from the Madison County Board of Commissioners from \$17,500 to \$175,000.

Chairman's report:

Mike Moak spoke with Board of Commissioners Chairman Anthony Dove regarding the library during both a phone call and also informally at the Friends of the Library Fourth of July booth. Mr. Dove stated that SPLOST collection is behind and we are not on target. Dove suggested the possibility of delaying another SPLOST project to free up the money for the library so we could stay on the current timeline. For example, the Heritage Foundation project, which is receiving SPLOST funds, could be delayed and we could use their share of the funds, which would be reallocated later. Dove did not want finance a loan for the lagging SPLOST funds but he reassured the expansion will happen. Regarding the choice of architects, Chairman Moak informed the board that:

- Sides & Pope did last library construction in 1989.
- Ponder & Ponder generally comes in under budget
- Gardner Smith has mostly worked on multi-million dollar projects.

Chairman Moak stated that if everything stays on target according to the state grant timeline, which began in 2009, construction will start February 2011. In October 2010 the architect plans will be approved and construction bids awarded February 11, 2011. The construction will be substantially completed by December 11, 2010 and a grand unveiling (the library will remain open this entire time) will be on February 12.

The first 43 pages of the Executive Summary on the Addition and Renovation Construction Project are available electronically for all board members to view. The branch manager also has a copy.

Chairman Moak received an email from System Director Ames that the materials budget has been cut by 4%. Lobbying for an increased book budget took 20 years to reach .65 per capita and 2 years for it to be dropped down to .20 per capita. Mrs. Ames requested the Board allocate funds (\$2812.50) from the gift account to make up the budget shortfall. The gift account is currently at \$11, 171.40. This does not reflect the \$20,000 in the Jere Ayers CD. Ramona Booth made a motion to allocate the funds and Karen Harrison seconded. All were in favor.

Additional Chairman Report Notes:

- Jackie Griffeth finished her board term on June 30 but attended the meeting anyways.
- The Building Committee is a subcommittee and appointments do not have to be announced.

Donna Brumby, Extension Services Report:

The library's telephone bill was high but there will be a refund coming in August to offset it. The region received a refund on our State Health Insurance; Madison County's share was \$3380.27 and was spent on a new copier/printer/scanner (\$2967.25) and supplies (\$413.02). The user survey results were shared: see attached.

Suzanne DeGrasse, Branch Manager:  
Report attached

Friends of the Madison County Library liaison:

Due to shoddy weather forecasting, the Friends did not have a booth at the Hull Spring Festival in May. The booth at the Fourth of July Festivities in Colbert generated nice donations and one new membership.

The Friends board still needs replacement members. Otelyer Byrd and Karen Harrison are on the nominating committee. A replacement Treasurer will be needed.

There were no reports from the committees.

There was no additional old business.